

Maryland Bar Admission Forms

Overview

(USE BOOKMARKS ON THE LEFT TO NAVIGATE THIS DOCUMENT)

The forms to use when applying for admission to the Maryland Bar are in one file (application packet) called **mdbaradmissionpacket.pdf**. The file is designed to be downloaded to the hard drive of your computer or to a disk or other external storage medium. Completing the forms goes much faster when used on the hard drive or disk rather than when opened in a browser connected to the Internet.

A privacy caution: as with any file containing confidential information that is saved on a computer that is not your own, you should save the file to disk and delete any copy that was saved to the computer.

The forms are in Portable Document Format with fillable, savable fields so you can complete the application forms in several sessions, at your own pace. Your information is stored where you want it to be - on the PC or on disk and can be retrieved for further completion and printed when ready.

You will need Acrobat Reader - version 5.1 or higher to view, complete and print the forms. To download the free Reader or the latest version, go to



(<http://www.adobe.com/products/acrobat/readstep2.html>)

NOTE: If you do not know how to download a file to your computer or disk, see the Download Instructions.

Application Packet

This application packet contains the following:

1. Download Instructions

2. Instructions for Completing and Printing the Forms

3. Applicant Obligations

4. The Bar Application Form (for verification of college education/eligibility, character and fitness). This is a two part form which will require 8 or more hours to complete, including the time required to gather information and supporting documents. The two parts of the form are:

Part I Certification of College Education – You must complete the personal, identifying information on this form and then have it executed by your college (or your law school, if your law school's policy permits its officials to certify undergraduate education). You cannot file this form until it has been executed by a school official.

Part II Character Questionnaire – This is a detailed questionnaire about your background which is the basis for a character investigation to establish that you possess the requisite character and fitness for admission to the Maryland bar. In addition, there are a series of two-sided forms which you must pre-address to your personal references, each school that you have attended, and each of your employers. The character committee member who investigates your file will mail these pre-addressed forms to the respondents for completion.

5. The Original Petition Form (for verification of law school graduation and assigning an examination seat number). You must complete the personal, identifying information and law school graduation data on this form and sign it in the presence of a notary. Leave BLANK the section of the form captioned "FOR COMPLETION BY THE LAW SCHOOL DEAN OR DESIGNEE."

6. Filing Fees Form - To be sent with each payment accompanying a filing. Note the application and original petition may be filed separately (with separate checks) or together (with a single check).

7. Accommodations Request Form. To be used to request test accommodations for a disability.

Maryland Bar Admission Forms

Download Instructions

Windows

1. Right-click on the text link and release the mouse. A pop-up menu will appear.
2. Choose "Save Target As..." or "Save Link As...." (depending on your browser).
3. In the "Save As" dialog box, choose the folder on your hard drive or disk where you'd like to save the file.

Macintosh

1. Click on the text link and hold down the mouse button until a pop-up menu appears.
2. Choose "Download Link to Disk" or "Save this Link as...." (depending on your browser).
3. In the dialog box, choose "Source" from the "Format:" pop-up.
4. Choose the folder on your hard drive or disk where you'd like to save the file.

To Open the Saved Forms

To open the file again, open Adobe Reader and then choose File > Open. Select the directory and file that you saved the application packet to.

Maryland Bar Admission Forms

Instructions for Completing and Printing the Maryland Bar Admission Forms

Once you have downloaded the application packet (mdbarapplicationforms.pdf) to the hard drive of your computer or to a disk, you can complete the forms at your own pace. The information you input will be saved and will be retrieved when you open the file to continue completing or to print.

THE FORM(S) CANNOT BE SUBMITTED ELECTRONICALLY. YOU MUST MAIL A PRINTED COPY AND THE APPROPRIATE FEES AND SUPPORTING DOCUMENTS TO THE BOARD'S OFFICE.

Navigating, Filling out, and Printing the Form(s)

The hand cursor should already be selected when you open the form(s). If for any reason it is not, click the hand in the toolbar at the top of the screen.

The hand cursor will turn into a text tool when it moves over a field. The I-beam allows you to type text. The arrow allows you to click a field, check a box or radio button, or choose from a list.

Click in the first field of the form you want to complete, enter your information, and press Tab to move to the next field. You can also press the Tab key to go to the first field on the page. To return to a field, you can click in it or press Shift-Tab to move backwards. **Be sure to tab after completing each field; entries in a field are completed only after the tab key is pressed.**

Some single fields, such as certain addresses, contain several items. Use the space bar to move between items in the single field.

Fields that require longer answers show up as blank areas. If you click within this field, your cursor will move to the beginning of the field. If you press Return or Enter within this field, you will move to the beginning of the next line. (If you press Return or Enter in a regular field, you will need to click on another field to continue typing.)

If you need additional space for any answer, please attach a separate sheet to your application. Include your name, social security number, and the item number on the separate sheet.

To move from page to page, you can use the Page Up or Page Down keys or the First Page, Next Page, Previous Page, and Last Page arrows in the toolbar at the top of the screen.

If you make a mistake, you can click in a text field to edit it. You can also double-click in a text field to highlight it; when you type, you will replace the text in that field. If you wish to reset all the fields on a page to blanks, click on the "Reset Page" button, which is located at the bottom of each page.

If you find the PDF form too small onscreen to read comfortably, you can enlarge it. Click on the magnifying glass in the toolbar at the top of the screen, and then use the magnifying-glass cursor to draw a box around the area you wish to enlarge. When you release the mouse button, the form will enlarge onscreen.

Saving Data Typed into the Form The data you enter into the application form(s) will be saved when you save the file to your hard drive or disk. When you open the form(s) to continue completing, the data you previously entered will be in the form.

To open the file again, open Adobe Acrobat Reader and then choose File > Open. Select the directory and file that you saved the forms to.

IMPORTANT! Protecting Your Privacy

If you use a computer other than your own, (e.g., lab computer or a borrowed computer) to complete the form(s), you should delete the file from the computer after saving the form(s) to disk. Otherwise, anyone who subsequently uses the computer will have access to your file.

Printing the PDF forms -- Use white 8 1/2" x 11" paper.

Part I of THE APPLICATION (CERTIFICATION AS TO COLLEGE EDUCATION) IS A DOUBLE SIDED FORM. Print pages F-5/F-6 in the Application for Admission to the Bar **double sided and head to head** (top of front side opposite top of reverse side of page).

Print Pages F-8 through F-23 in the Application for Admission to the Bar **single sided**.

THE FORMS FOR REFERENCE LETTERS, CERTIFICATION OF EDUCATION, AND CERTIFICATION OF EMPLOYMENT IN PART II OF THE APPLICATION ARE ALSO DOUBLE SIDED FORMS. Print pages F-24/F-25, F-26/F-27, F-28/F-29, F-30/F-31, F-32/F-33, F-34/F-35, F-36/F-37, F-38/F-39, F-40/F-41, F-42/F-43, F-44/F-45, and F-46/F-47 in the Application for Admission to the Bar **double sided and head to foot** (top of front side opposite bottom of reverse side of page).

THE PETITION IS A DOUBLE SIDED FORM. Print the Petition to Take the Bar Exam **double sided and head to head**.

IF YOU FILE FORMS THAT ARE NOT PROPERLY PRINTED DOUBLE SIDED WHERE REQUIRED, THIS OFFICE WILL RETURN YOUR APPLICATION TO YOU.

Follow these steps to print double-sided forms: :

1. Click anywhere on the page for the front of the form.
2. Print the front of the form ONLY by selecting "File," then "Print," and then (under "Print Range") "Current Page.
3. After the front prints, turn the page over and reinsert the page in the paper tray.
4. Print the reverse of the form on the back of the page.
5. Repeat for each double-sided form.

If your forms print too close to the edge of the paper, check the "Shrink to Fit" option under "Print."

You may also produce double sided forms by using a copier machine.

Submitting the Completed PDF Forms by Mail

Forms cannot be submitted electronically. Please read the submission instructions on the forms carefully. Sign and notarize the printed forms and make copies for your files as necessary. Add any checks, attachments, or additional documentation. Send the original printed forms to the following address:

State Board of Law Examiners
2011-F Commerce Park Drive
Annapolis, Maryland 21401

ENCLOSE A SELF-ADDRESSED, POSTAGE PAID POSTCARD IF YOU WANT CONFIRMATION THAT THE BOARD'S OFFICE HAS RECEIVED YOUR FORMS. DUE TO CONFIDENTIALITY LIMITATIONS, THE BOARD WILL NOT CONFIRM RECEIPT OF AN APPLICATION OVER THE TELEPHONE.

Maryland Bar Admission Forms

Applicant Obligations

Confirmation of Receipt of Forms – PROVIDE A STAMPED, SELF-ADDRESSED POSTCARD IF YOU WISH THIS OFFICE TO CONFIRM RECEIPT OF YOUR COMPLETED FORMS OR ANY OTHER DOCUMENT YOU MAIL TO THIS OFFICE. This office will NOT confirm receipt of filings in response to a telephone call because Bar Admission Rule 19 deems application files to be confidential.

Reporting Changes of Name, Address, and Other Application Disclosures – You must submit a certified court document to the State Board of Law Examiners for any change in your name which occurs while your application is pending. You must report any other changes in information disclosed in your application to the State Board of Law Examiners in writing. You have an affirmative duty to report such changes to the Board until you are admitted to the Maryland bar. Any change you report to a Character Committee member also must be reported to the Board's office in writing: 2011-F Commerce Park Drive, Annapolis, MD 21401.

Rules Governing Admission to the Bar; Board Rules; Examination Content, Format, and Passing Score information are contained on the [Board's web page](#). Prior Maryland Essay questions and answers also are contained on this web page. Sample MBE questions can be ordered from the National Conference of Bar Examiners; web site: ncbex.org.

No Carryover of MBE or Essay Scores from Prior Examinations: An applicant must achieve both the MBE and Essay scale scores on the same administration of the bar examination for purposes of the Board's calculation of the total scale score and determination of the applicant's pass/fail status. The Board will accept an applicant's MBE score from another jurisdiction which is attained concurrently with Maryland's administration of the Essay test to the applicant.

Required Course on Professionalism: Every applicant who is successful on the Maryland Bar examination is required to complete a course on legal professionalism presented by the Maryland State Bar Association. The one day course is given after the announcement of the examination results and before the scheduled admission ceremony. The Maryland State Bar Association provides details in mailings to applicants after the bar examination and after release of examination results.

The State Board of Law Examiners meets with students at the University of Maryland and the University of Baltimore law schools in April of each year to discuss how to prepare for the bar examination. Contact the Board's office to determine the next scheduled dates.

STATE BOARD OF LAW EXAMINERS

2011-F Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3640
web page: www.courts.state.md.us

APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND

1. **Applicability:** Read this notice before completing forms and retain for future reference. This set of forms is intended primarily for law students who wish to apply for admission to the Maryland Bar pursuant to Maryland Bar Admission Rule 2. There is a separate set of application forms for attorneys who have practiced law for at least five years and can meet the other eligibility criteria for Bar Admission Rule 13. If you have questions, contact the administrative office of the State Board of Law Examiners regarding eligibility standards and applicable forms.
2. **Bar Admission Rules:** You should read the Rules of the Court of Appeals of Maryland Governing Admission to the Bar of Maryland and the Rules of the Maryland Board of Law Examiners (Maryland Rules, Volume 2, Annotated Code of Maryland). Those rules address the requirements for admission to the Bar and provide for investigation of the character and fitness of each Applicant by a Character Committee. (See Rule 4b if you are attending or have graduated from a law school not approved by the American Bar Association.)
3. **Bar Application and Petition Process:** Maryland has a two-step filing process.
Step One: Application for Admission
 First, an applicant must file, all together, the forms attached to this notice, which are in two parts:
Part I is the *Certificate of College (Pre-Legal) Education* (the applicant's bachelor's degree or undergraduate course work). **THE APPLICANT MUST HAVE THE PART I CERTIFICATION EXECUTED BY THE COLLEGE AND SUBMIT THE EXECUTED PART I BY THE DEADLINE FILING DATE FOR THE APPLICATION. A PROPERLY EXECUTED PART I MUST BE SIGNED BY THE APPROPRIATE COLLEGE (OR LAW SCHOOL) OFFICIAL AND MUST BEAR THE SCHOOL SEAL.**
Part II is the *Character Questionnaire*.
 Part I and Part II must be filed together with the application fee (see page ii), and Part II must include a notarized release executed by the applicant. These forms permit the Character Committee to initiate the required character and fitness investigation of each applicant. Incomplete forms and forms received without fees will be returned.
Step Two: Original Petition to take Maryland Bar Examination
 The *application for admission* must be filed **before** you file the *original petition* unless the original petition is filed simultaneously with the application. You must timely file the original petition with the proper fee (see page ii) to be eligible to sit for the bar examination. The original petition certifies that you have graduated from a law school approved by the American Bar Association or are unqualifiedly eligible to graduate prior to the date of the bar examination you take.
4. **Complete Application:** *Your application will not be considered complete until the Board and Character Committee receive each of the required certificates and various statements, documents, and reference letters described in the application form. In other words, your responsibility does not end after you file the forms. It will be necessary for you to personally prompt respondents who fail to reply to the Character Committee's letters of inquiry. You should retain a duplicate copy (both sides) of the application and associated forms so that you can send another inquiry in the event a reference, employer, or school fails to reply to the Character Committee's initial inquiry.*
5. **Personal Interview:** After the Character Committee member receives responses to all of its inquiries, the Committee member will contact the applicant to schedule the mandatory personal interview. No applicant will be admitted to the Bar unless the interview has been completed and the Character Committee issues a favorable recommendation. The timing of the interview depends on how early the application is filed. An applicant who files at the late deadline almost certainly will not be interviewed until well after the Bar examination.

6. **Filing Deadlines (Fees):** Completed Bar application forms for the February and July Bar Examinations must be filed by the deadlines shown below and accompanied by the indicated fees. "FILED" means received in the Board's office during the Board's normal business hours. **Mail forms to State Board of Law Examiners, 2011-F Commerce Park Drive, Annapolis, MD 21401.**

**February Bar Exam
Deadline* (Fee)**

**July Bar Exam
Deadline* (Fee)**

Timely Filing

Application Parts I & II	By preceding Sept. 15th (\$175)	By preceding Jan. 16th (\$175)
Original Petition	By preceding Dec. 20 th (\$150)	By preceding May 20 th (\$150)

Late Filing

Application Parts I & II	By preceding Dec. 20th (\$225)	By preceding May 20 (\$225)
Original Petition	By preceding Dec. 20 th (\$150)	By preceding May 20 th (\$150)

***If the deadline date falls on a weekend or holiday, the filing deadline is extended to the next business day.**

- i. **Checks and Money Orders:** All fees must be paid by check or money order made payable to the State Board of Law Examiners. Payment must be made in the exact amount and must accompany the appropriate form. Forms received without fees will be returned.
 - ii. **Early Application:** If you wish an earlier determination as to your pre-legal educational qualifications or character and fitness you may file an application at anytime after completing your college (pre-legal) education.
 - iii. **Weigh for Postage:** Weigh your completed forms and affix proper postage. *Postage Due* mail is not accepted.
 - iv. **Examination dates:** Examination dates are published in two daily newspapers before each examination and may be ascertained by inquiry to the Board's office at the address and phone number listed above. The Multistate Bar Examination (MBE) always is scheduled on the last Wednesday of February and July. The Maryland Essay Examination normally is scheduled for the preceding day, Tuesday. Contact the Board's office if your observance of a religious holiday poses a conflict with an examination date. Also, see the Board's **web page: www.courts.state.md.us**
7. **Test Accommodations for Applicants with Disabilities:** An applicant who has a disability may request test accommodations for the bar examination to assure that he or she receives a fair and equal opportunity to fully demonstrate his or her competence. A request for test accommodations should be addressed to the Board's Annapolis office at the address above. The deadline for requesting test accommodations and sending documentation is the preceding May 20th for a July exam and the preceding December 20th for a February exam. **The request should be in the form of a letter mailed separately from the application and should include:**
- a. A current Evaluation Report from a physician or other appropriate health professional documenting the disability and explaining the effect of the disability on the applicant's ability to perform on an examination. See page iii for a full description of the documentation which must be included in the Evaluation Report.
 - b. A letter from the applicant's law school dean or other appropriate official describing the accommodations the applicant received for law school examinations.
 - c. Copies of all correspondence requesting and granting/denying test accommodations for Bar examinations in other jurisdictions and on the Multistate Professional Responsibility Examination (MPRE), Law School Admission Test (LSAT), ACT, and SAT.
 - d. Copies of all documentation of special education designation, special education services, individual education plan, relevant transcripts, or other school reports which support a designation as disabled.
 - e. **The Applicant's Accommodations Request Form** stating the specific accommodations required (amount of extra time, alternative examination format, reader, writer, etc.). Contact the Board's office if you have questions about what accommodations are permitted. Obtain this form from the Board's web page or by contacting the Board's office.

Evaluation Report for Test Accommodations on the Maryland Bar Examination

Description of the Maryland Bar Examination: The standard administration of the Maryland Bar Examination is a two day test. The first day consists of a total of 5 hours and 40 minutes of written questions. The morning session of the written test is 2 hours and 55 minutes in duration and includes 7 essay questions. After a lunch break of about one hour, the afternoon session is administered over 2 hours and 45 minutes and includes 3 essay questions and the Multistate Performance Test. The written test requires reading comprehension of fact patterns, identification of issues, legal reasoning, and composition of handwritten, essay style responses to specific legal questions and legal drafting in response to an assigned task.

The second day of testing consists of the Multistate Bar Examination (MBE), a 200 item, six hour standardized test. The morning session has 100 multiple choice items and is 3 hours in duration. After a lunch break of about one hour, the afternoon session is administered over 3 hours and also includes 100 items. The MBE requires reading comprehension of fact patterns, legal reasoning, and the selection of the best answer from four stated alternatives for each item. Answers are marked on a scantron (bubble) answer sheet and machine scored.

General Guidelines for All Evaluation Reports (see below additional guidelines for cognitive disorders):

1. **Qualifications of diagnostician.** A qualified diagnostician must conduct the evaluation and prepare the report. The report should be on the preparer's letterhead and should provide the preparer's academic credentials, licenses, and experiences in working with relevant adult populations that qualify the preparer to make the diagnosis.
2. **Recent Evaluation and Testing.** In most cases, an evaluation should have been conducted within the past three years since many disorders vary in severity over time. In some cases of permanent disabilities, testing conducted within the past five years may be acceptable if the candidate was an adult at the time of the testing.
3. **Diagnostic criteria, diagnostic tests, test results, and interpretation of results.** Diagnostic methods should be appropriate to the disability and current professional practices. Describe the diagnostic procedures and tests used. Include relevant educational, developmental, and medical history. The Evaluation Report should be sufficiently detailed that the Board's professional evaluators can understand the role and significance of the diagnostic methods in the diagnostic process.
4. **The candidate's limitations arising from the diagnosed disability.** Describe specifically how the limitations arise from the disability and how these limitations are likely to affect performance on the Maryland Bar Examination. The mere existence of a disability does not warrant test accommodations under the Americans with Disabilities Act if the disability does not significantly affect a "major life activity" which is relevant to performance on the Bar Examination. **The Evaluation Report must explicitly explain how the disability would impair examination performance.**
5. **Recommend specific accommodations.** Describe the specific accommodations the candidate needs to compensate for the diagnosed disability. Explain why the recommended accommodations are appropriate and necessary notwithstanding treatments which the candidate has received and/or is receiving. If no prior accommodations have been provided, the diagnostician should explain in detail why no accommodations were given in the past and why accommodations are needed now. **The Board will deny a request for accommodations if the Evaluation Report and/or supporting documentation is deficient.**

Additional Guidelines for the Evaluation Report of a Cognitive Disorder (in addition to the above general guidelines):

1. **Learning Disabilities.** Learning disabilities are developmental disorders that emerge in childhood and most often are diagnosed and treated during childhood. Provide a detailed history of developmental and psychoeducational difficulties. **The diagnosis must be based on evidence that does not rely solely on self-reporting by the candidate.** Provide comprehensive test data (using standard scores), including IQ, achievement, language, and other cognitive measures that inform the diagnosis. The diagnosis should be made based on persuasive developmental and current test evidence in line with "best practices" and the Diagnostic and Statistical Manual (DSM) IV guidelines.
2. **Attention Deficit and Hyperactivity Disorders.** ADHD disorders are manifested developmentally. The Evaluation Report must address the full, standard criteria for ADHD determination with an explanation of differential diagnosis, an evaluation of current impact of symptoms, and a clinical summary supported by a rationale. The diagnosis must be in line with the current DSM IV criteria. **The report must provide evidence that this diagnosis does not rely solely on self-report in establishing developmental history, current symptoms, and evidence of clinically significant impairment.**

APPLICATION FOR ADMISSION TO THE MARYLAND BAR

GENERAL INSTRUCTIONS

- ☐ Use the original form provided by the Board's office.
- ☐ **MAKE A COPY (BOTH SIDES) OF YOUR APPLICATION AND THE AUTHORIZATION AND RELEASE BEFORE MAILING. VERIFICATION FORMS FOR EDUCATION, EMPLOYMENT, AND PERSONAL REFERENCES ARE TWO-SIDED AND SHOULD BE COPIED TWO-SIDED. YOU WILL NEED THE COPY TO 1) SAFEGUARD AGAINST LOSS; 2) TO USE WHEN APPLYING TO OTHER JURISDICTIONS THAT MAY REQUIRE COPIES OF ALL PRIOR APPLICATIONS TO A BAR; AND 3) TO PROVIDE DUPLICATES OF FORMS FOR EMPLOYERS, SCHOOLS, AND REFERENCES WHO DO NOT RESPOND TO THE ORIGINAL INQUIRY BY THE CHARACTER COMMITTEE.**
- ☐ **INCLUDE WITH YOUR APPLICATION A STAMPED, SELF-ADDRESSED POSTCARD, IF YOU WANT CONFIRMATION THAT IT WAS RECEIVED.** The postcard will be date stamped and mailed back to you. This office will not confirm receipt of applications over the telephone; the large volume of applications at the filing deadline precludes telephonic confirmation. Include a self-addressed postcard for any other confirmation of correspondence sent to this office.
- ☐ **NOTE THAT YOU MUST COMPLETE THE TOP PORTION ONLY (INDIVIDUAL/SCHOOL NAME AND ADDRESS) OF FORMS FOR VERIFICATION OF EMPLOYMENT, EDUCATION, AND REFERENCE LETTERS. THE CHARACTER COMMITTEE WILL MAIL THESE FORMS TO EMPLOYERS, SCHOOLS, AND REFERENCES FOR COMPLETION.**
- ☐ Use enclosed checklist (page *vii*) to ensure you include all required documents.
- ☐ Type your answers.
- ☐ Answer every question; indicate "none" or "not applicable" where appropriate.
- ☐ *Respond completely to each question; failure to do so may be viewed as evidence of a lack of candor.*
- ☐ Complete all required forms.
- ☐ Make photo copies of forms (for schools, employment, etc.) if you need more forms than are provided.
- ☐ Enclose a separate, supplemental sheet, containing your full name, social security number, and the question number if you need more space to answer a question.
- ☐ Forms for reporting period(s) of self-employment, and/or when employer is no longer in business, are included.
- ☐ Sign each form requiring a signature.
- ☐ Provide the correct street name, number and zip code for each address. *Your application will be returned to you for correction if you fail to provide complete addresses, and your admission to the bar may be delayed as a consequence.*
- ☐ **Part I and Part II and release must be completed and submitted together with the appropriate application fee.**
- ☐ Weigh application before mailing to determine proper postage; this office does not accept postage due mail.
- ☐ **The State Board of Law Examiners does not accept telefax applications.**
- ☐ *Be certain to inform your references and employers to expect inquiries by the Character Committee investigating your file. Prompt replies by all of your references are essential to completion of the investigation. (Character Committees generally regard the two signers in item 20 as your most important references.) If all of your references have not responded by the time examination results are reported to the Court of Appeals of Maryland, the Board will note an exception to your admission to the Maryland Bar. You will not be interviewed by the Character Committee and the exception to your Bar admission will not be removed until all required responses are received. Please choose references who know you well and who will respond promptly to the Character Committee. Avoid overseas references, if possible.*

STATE BOARD OF LAW EXAMINERS

For Office Use Only

**2011-F Commerce Park Drive
Annapolis, MD 21401
(410) 260-3640**

A- _____

Accepted _____

web page: www.courts.state.md.us**APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND**

**Part I
COLLEGE EDUCATION (PRE-LEGAL)**

NOTICE TO APPLICANT: THE CERTIFICATION ON THE BACK OF THIS PART I MUST BE EXECUTED BY THE APPROPRIATE OFFICIAL BEFORE THE APPLICANT FILES THIS FORM, AND ALL INFORMATION BELOW MUST BE COMPLETED BY THE APPLICANT. If the applicant has attended more than one school, this Part I should be completed by the institution from which the applicant graduated or by the institution which possesses official records of all the applicant's earned college credits. This Part I and the Part II (Character Questionnaire) and release must be filed together with the proper fee by the applicable filing deadline date.

To the Honorable, the Court of Appeals of Maryland:

I hereby apply for admission to the Maryland bar and in support of my application give the following information: (Please complete fully. Applications must be typed. Zip codes are required.)

1. Full name _____ / _____ / _____
(first) (middle) (last)

Mailing Address _____
(street)

(city) (county) (state) (zip code)

Permanent Address (if different) _____
(street)

(city) (county) (state) (zip code)

Telephone: Residence: () _____ Daytime: () _____

Email Address: _____

2. I began the study of law or will begin the study of law at _____

_____ Law School in the month of _____, _____
(year)

and expect to take the Maryland Bar Examination in _____
(State Month and Year)

3. Date of birth _____

Place of birth _____

Social Security Number _____

(Disclosure of Social Security Number (SSN) is voluntary and is pursuant to the Business Occupations and Professions Article, Title 10, Ann. Code of MD; this information is used for positive identification and for recordkeeping. Board computer records use the SSN as the unique record identifier. Disclosure of the SSN minimizes the risk of misidentification. A fictitious SSN will be assigned to your record if you elect not to disclose the actual SSN.)

4. The attached certification as to my prelegal education, signed by my college or law school dean, registrar or other authorized officer, is correct. I do solemnly declare and affirm under the penalties of perjury that the matters and facts set forth in the foregoing application are true and correct.

Date_____
Applicant's Signature

CERTIFICATION AS TO COLLEGE EDUCATION (PRE-LEGAL)

*(TO BE COMPLETED, SIGNED, AND SEALED BY YOUR COLLEGE OR LAW SCHOOL DEAN,
REGISTRAR OR OTHER AUTHORIZED OFFICER PRIOR TO FILING THIS FORM.)*

1. I certify that I am _____
(state name and title of official issuing this certification)

of _____
(name of institution)

located at _____
(full address of institution) (zip code)

that I have examined the records of this institution and that it appears therefrom

that _____
(name of applicant)

attended 1. _____ 2. _____
(name college or university) (name college or university)

located at 1. _____ 2. _____
(address: city & state) (address: city & state)

1. from _____ to _____ 2. from _____ to _____
(dates of attendance) (dates of attendance)

where the applicant successfully completed _____ semester hours* of **college** academic work and

received the degree of _____

from _____
(name of college or university which awarded degree if applicant attended more than one)

2. Did the applicant receive a baccalaureate degree? ☐ Yes ☐ No

3. If the file maintained by your institution regarding this applicant includes any facts which may bear negatively on the applicant's moral character and fitness for the practice of law, please advise the Secretary of the State Board of Law Examiners (SBLE) by separate letter mailed to the 2011-F Commerce Park Drive, Annapolis, Maryland 21401.

☐ No negative character and fitness information in applicant's file.

☐ Separate letter mailed to Secretary, SBLE re character and fitness.

PLACE SEAL OF INSTITUTION HERE

(If no seal, so state)

Signature

Date

*The term "semester hour" means one hour of class room or lecture work per week per semester. The equivalent thereof in quarter session or other hours will be equally acceptable. Indicate the cumulative total of all semester hours completed at all institutions attended.

CHECKLIST FOR APPLICATION PART II

CHARACTER QUESTIONNAIRE AND AUTHORIZATION AND RELEASE

Your application will not be considered complete until the Board and Character Committee receive each of the required certificates and various statements, documents, and reference letters described in the application form. It will be necessary for you to personally prompt respondents who fail to reply to the Character Committee's letters of inquiry. ***THE APPLICATION OF A CANDIDATE FOR ADMISSION TO THE BAR IS CONTINUING IN NATURE. APPLICANTS ARE TO ADVISE THE BOARD OF LAW EXAMINERS IN WRITING OF ANY CHANGES OF ADDRESS, EMPLOYMENT, AND ALL OTHER RESPONSES ON THE APPLICATION FORM DURING THE PENDENCY OF THE APPLICATION.***

Required Enclosures (if applicable)

- ☐ Item 1(c): Obtain and enclose ***certified copy of order changing name***, if applicable.
- ☐ Item 1(f): Obtain and enclose a ***certified copy of your entire driving history*** from the motor vehicle authority in each jurisdiction where you were licensed at any time during the last three years. The certified driving record is mandatory even if you have no violations in your entire driving history.
- ☐ Item 8: Obtain and enclose ***armed forces discharge document***.
- ☐ Item 10(c): Obtain and enclose ***certified copies of all civil judgments***.
- ☐ Item 11(b): Obtain and enclose ***certified copies of all judgments and docket entries in all criminal proceedings***.
- ☐ Item 14: Prepare and enclose a ***statement*** in your own words ***regarding your condition or impairment***. Also, obtain and enclose a ***current report by a health care professional***, if applicable, regarding your fitness to practice law.
- ☐ Item 16: Enclose a ***certificate of good standing*** from each jurisdiction where admitted to the bar. Also, enclose a ***statement regarding any disciplinary proceedings***.
- ☐ Item 17: Prepare and enclose a statement in your own words regarding any other matters, not called for by the character questionnaire, which may have a bearing on your character and fitness to practice law.
- ☐ Forms: **Sign and complete top portion only of forms for certification of employment and education (high school/college/law school) and for reference letters. Return all forms with the application to the office of the Board of Law Examiners. The Character Committee will mail these pre-addressed forms to the employers, schools, and references for completion.**

REQUIRED SIGNATURES

- ☐ Item 18: Applicant must sign certificate affirming familiarity with the Maryland Rules of Professional Conduct and the Maryland Code of Judicial Conduct. The Rules of Professional Conduct are found in the Appendix and the Judicial Code is Rule 16-813 in the Maryland Rules, Annotated Code of Maryland. Applicant also must affirm that his or her State tax obligations have been met.
- ☐ Item 19: Applicant must sign ***affidavit*** of full and truthful disclosure.
- ☐ Item 20: Obtain the signatures of two people able to attest to your good moral character.

AUTHORIZATION AND RELEASE

- ☐ Sign and date release in the presence of a notary and ensure there is a notarial seal on executed release.

ADDITIONAL INFORMATION

For additional information, consult the Board's web page: **www.courts.state.md.us**

STATE BOARD OF LAW EXAMINERS

2011-F Commerce Park Drive
Annapolis, MD 21401
(410) 260-3640

web page: www.courts.state.md.us

A- _____

Accepted _____

Circuit _____

Step 1 _____

Step 2 _____

APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND

PART II CHARACTER QUESTIONNAIRE

NOTICE TO APPLICANT: Fill out, complete the necessary attachments, sign and make oath to this form. Applications must be typed. Complete addresses and zip codes are required. Supplemental pages on plain bond paper should make cross-references to item numbers supplemented and include the applicant's name and social security number.

This application will not be considered complete until the Certificates, Confirmations, and Letters of Reference required are received for processing by the Character Committee.

Date _____

1. (a) Full name _____
(first) (middle) (last)

Insert in the above spaces the form of your name you intend to appear on your bar admission certificate and in the records of the Court of Appeals of Maryland.

(b) Social Security Number _____ Gender: ☐ Female ☐ Male

(Disclosure of Social Security Number (SSN) is voluntary pursuant to the Business Occupations and Professions Article, Title 10, Ann. Code of MD; this information is used for positive identification and for record keeping. Board computer records use the SSN as the unique record identifier. Disclosure of the SSN minimizes the risk of misidentification. A fictitious SSN will be assigned to your record if you elect not to disclose the actual SSN.)

(c) Have you ever used or been known by any other name? _____ ☐ Yes ☐ No

If so, state in full each name used or by which you, at any time, have been known and the reasons for each such name. If your name has ever been changed, list each former name and when and how change was made. If the name currently used was adopted incident to a marriage, divorce, or other legal proceedings, attach a **certified** copy of the marriage certificate, divorce decree, court order, or other proper documentation of change.

First, Middle, Last Name	Used from (Year)	Used to (Year)	Reason:
_____	_____	_____	_____
_____	_____	_____	_____

(i) Mailing address: _____

Street

City County State (zip code)

(ii) Permanent address _____

Street

City County State (zip code)

(iii) Personal interview with Character Committee: The Appellate Circuit assignment (interview location) is made based on mailing address. Check this box if you wish your permanent address to be the basis for assignment of your file (Refer to location of Appellate Circuits on the last page.)

☐ Permanent address

Describe any restrictions on license _____

2

- (c) If a divorce suit is pending or a marriage has been annulled, give particulars similar to those requested under (b).

5. The following constitutes every residence, address, and place (with zip code) where I have lived within the last ten years. (Continue on supplemental pages if necessary.)

Residency Period
From Mo/Yr-To Mo/Yr

REASON FOR
MOVE

Street and Number

City and State (Zip Code)

Street and Number

City and State (Zip Code)

Street and Number

City and State (Zip Code)

Street and Number

City and State (Zip Code)

Street and Number

City and State (Zip Code)

Street and Number

City and State (Zip Code)

6. My education was received as follows:

(a) High School

Name of High School

From: _____, _____ To: _____, _____
(month) (year) (month) (year)

Location Street City State Zip Code

Graduated? ☐ Yes ☐ No When? _____

(b) College or University including graduate school (other than law school)

(1)

Name of College or University

From: _____, _____ To: _____, _____
(month) (year) (month) (year)

Location Street City State Zip Code

Received Degree? ☐ Yes ☐ No If so, what Degree? _____

When? _____

(2)

Name of College or University

From: _____, _____ To: _____, _____
(month) (year) (month) (year)

Location Street City State Zip Code

Received Degree? ☐ Yes ☐ No If so, what Degree? _____

When? _____

NOTE: Applicants are responsible for completing the top half of a Request for Certification form for each school identified. Forms have been provided with this Application and must be filed with the completed Application.

(c) Law School

(1)

Name of Law School

From: _____, _____ To: _____, _____
(month) (year) (month) (year)

Location Street City State Zip Code

Received Degree? ☐ Yes ☐ No If so, what Degree? _____

When? _____

- (2) _____
Name of Law School
- From: _____, _____ To: _____, _____
(month) (year) (month) (year)
- _____
Location Street City State Zip Code
- Received Degree? ☐ Yes ☐ No If so, what Degree? _____
When? _____
- Remarks (Honors, etc.): _____
- (d) When do you expect to take the Maryland Bar Examination? _____
(state Month and Year)

NOTE TO APPLICANTS: A separate Petition to take a specific examination must be filed, with the prescribed fee, not later than December 20th for a February examination and not later than May 20th for a July examination. The Petition will not be accepted for filing in the absence of a completed Application on file. See item 3 on page i, Bar Application and Petition Process.

7. Have you ever been dropped, suspended, placed on probation, expelled or requested to resign from any school, college or university, or requested by any such school or institution to discontinue your studies therein? ☐ Yes ☐ No

If so, identify the institution, state the cause, circumstances, date, and outcome of each such occurrence. Do so by attachment to this Application.

8. (a) Have you ever served in the armed forces of the United States? ☐ Yes ☐ No

If so and you have been discharged, attach a certified copy or a photostatic copy of the document evidencing the discharge.

- (b) Have you ever been a defendant in any court martial? ☐ Yes ☐ No
☐ N/A

- (c) If the answer to (b) is in the affirmative state the date, the nature of the charge, the facts, disposition of the matter and the location and designation of the military establishment where such proceedings took place. Do so by attachment to this Application.

- (d) Have you registered with the Selective Service? ☐ Yes ☐ No
☐ N/A

Date of Registration

Place of Registration

9. (a) During the last five years I have established or maintained credit with the following:

<u>Name of Creditor</u>	<u>Account Number</u>	<u>Full Mailing Address (with zip code) of Creditor</u>
(Include secured loans, student loans, revolving credit, credit cards and any other debt obligation you had.)		

NOTE: All disclosures, including account numbers, are protected by a strict confidentiality rule. See Bar Admission Rule 19, "Confidentiality".

- (b) I presently owe money, **SOME PART OF WHICH HAS BEEN DELINQUENT FOR MORE THAN 90 DAYS**, to the following: (If "None", so state.)

<u>Name and Address (with zip code)</u>	<u>Date Incurred</u>	<u>Original Amount of Debt</u>	<u>Balance Due</u>
("Delinquent" means that you failed to make a required payment when due.)			

10. (a) **The following is a complete list of all suits in equity, actions at law, suits in bankruptcy or other statutory proceedings, matters in probate, lunacy, guardianship, and every other judicial or other administrative proceeding of every nature and kind, except divorce or criminal proceedings, to which I am or have been a party: (If "None", so state)**

☐ None

Case Number _____ **Date** _____
 Nature of Court Proceedings _____
 Court _____
 Plaintiff(s) _____ Attorney(s) _____
 Defendants(s) _____ Attorney(s) _____
 Disposition _____

Case Number _____ **Date** _____
 Nature of Court Proceedings _____
 Court _____
 Plaintiff(s) _____ Attorney(s) _____
 Defendants(s) _____ Attorney(s) _____
 Disposition _____

Case Number _____ **Date** _____
 Nature of Court Proceedings _____
 Court _____
 Plaintiff(s) _____ Attorney(s) _____
 Defendants(s) _____ Attorney(s) _____
 Disposition _____

- (b) Have any judgments ever been entered against you?

☐ Yes ☐ No

Case Number _____ **Date** _____
 Nature of Court Proceedings _____
 Court _____
 Judgment held by: _____
 Amount of judgment: _____
 Has judgment been satisfied? _____

☐ Yes ☐ No

☐ N/A

If no, balance owed: _____

Case Number _____ **Date** _____
 Nature of Court Proceedings _____
 Court _____
 Judgment held by: _____
 Amount of judgment: _____
 Has judgment been satisfied? _____

☐ Yes ☐ No

☐ N/A

If no, balance owed: _____

- (c) I have attached to this Application certified copies of all judgments listed in 10(b), whether satisfied or unsatisfied, and listed below the names and present addresses (with zip codes) of the holders.

☐ Yes ☐ No

☐ N/A

11. (a) The following is a complete record of all criminal proceedings (including traffic citations, arrests, and summonses) to which I am or have ever been a party. I have listed here all motor vehicle citations for moving violations (including all speeding citations) and excluded only occasional parking violations. ***(Do not report here, or in answer to Question 17, any matter adjudicated under laws governing juveniles or any arrest or court proceedings in Maryland, the record of which was expunged pursuant to law.)***

☐ None

Case Number _____ ***Date*** _____

Nature of Court Proceedings _____

Court _____

Offense Charged _____

Caption of Case _____

Disposition _____

Case Number _____ ***Date*** _____

Nature of Court Proceedings _____

Court _____

Offense Charged _____

Caption of Case _____

Disposition _____

Case Number _____ ***Date*** _____

Nature of Court Proceedings _____

Court _____

Offense Charged _____

Caption of Case _____

Disposition _____

- (b) I have attached certified copies of all charging documents, judgments/disposition documents and all docket entries in each proceeding identified above, except motor vehicle offenses not requiring a court appearance. ☐ Yes ☐ No
☐ N/A
- (c) If (b) is answered "No," describe your efforts to secure the docket lists or indices in each proceeding identified in (a) above.
12. (a) Have you ever been bonded under a surety bond? ☐ Yes ☐ No
(A surety bond is a contract for indemnification against failure to perform a duty.)
If so, specify nature of office or position for which you were bonded, dates, amount of bond, name of surety company if known, and whether anyone ever sought to recover upon your bond or to cancel the same.
- (b) Have you ever been refused a fidelity or other bond? ☐ Yes ☐ No
(A fidelity bond is a contract for indemnification against breach of personal honesty by one in a position of trust.) If so, state facts and circumstances.
13. (a) Have you been discharged or requested to resign from any employment? ☐ Yes ☐ No
If so, state the circumstances and name and address of employer and your supervisor.

- (b) The following constitutes every position of full or part-time employment (including unpaid positions) I have had during the past five (5) years. **Do** report volunteer work which was substantial and regular, such as an unpaid internship or externship. **Do not** report unpaid work which was occasional, irregular, or unsupervised. Attach additional sheets if needed, to list all employers.

Name of Employer_____

Name of Supervisor_____

Full Address with Zip Code_____

Telephone Number_____ Position Held_____

Dates of Employment_____

Reason for Leaving_____

Name of Employer_____

Name of Supervisor_____

Full Address with Zip Code_____

Telephone Number_____ Position Held_____

Dates of Employment_____

Reason for Leaving_____

Name of Employer_____

Name of Supervisor_____

Full Address with Zip Code_____

Telephone Number_____ Position Held_____

Dates of Employment_____

Reason for Leaving_____

Name of Employer_____

Name of Supervisor_____

Full Address with Zip Code_____

Telephone Number_____ Position Held_____

Dates of Employment_____

Reason for Leaving_____

NOTE: Applicants are responsible to complete the top half of a Request for Certification form for each employer identified. Such forms have been provided with this Application form and must be returned to the Board with the completed Application. The pre-addressed forms will be mailed to employers by the Character Committee.

14. The purpose of the following inquiries is to determine the current fitness of an applicant to practice law. The mere fact of treatment for mental health problems or addictions is not, in itself, a basis on which an applicant is ordinarily denied admission in Maryland, and the State Board of Law Examiners routinely certifies for admission individuals who have demonstrated personal responsibility and maturity in dealing with mental health and addiction issues. The Board of Law Examiners encourages applicants who may benefit from treatment to seek it. The Board of Law Examiners does not, by its questions, seek information regarding any matter which is fairly characterized as situational counseling. Examples of situational counseling include stress counseling, domestic counseling, grief counseling, and counseling for eating or sleeping disorders. Generally, the Board of Law Examiners does not view these types of counseling as germane to the issue of whether an applicant is qualified to practice law.

- (a) (i) Do you have any condition or impairment (such as substance abuse, alcohol abuse, or a mental, emotional, nervous, or behavioral disorder or condition) that in any way currently affects, or, if untreated or not otherwise actively managed, could affect your ability to practice law in a competent and professional manner? In this question “currently” means recently enough that the condition could reasonably have an impact on your ability to function as a lawyer. “Actively managed” means that you receive the appropriate therapy, participate in supervised monitoring and/or a recognized peer support program, or utilize other appropriate support systems to cope with your condition or impairment. ☐ Yes ☐ No
- (ii) If your answer to (a) (i) of this question is affirmative, are the limitations caused by your disorder, condition, or substance abuse problem reduced or ameliorated because you receive ongoing therapy or treatment (with or without medication) or because you participate in a monitoring program or another support system (including A.A., N.A. etc.)? ☐ Yes ☐ No
- (b) Within the past three years have you raised the issue of drugs or alcohol consumption or a mental, emotional, nervous, or behavior disorder or condition as a defense, mitigation, or explanation for your actions in any judicial or administrative proceeding or investigation (including any inquiry or proceeding for proposed termination by an educational institution, employer, governmental agency, professional organization, or licensing authority)? ☐ Yes ☐ No

If you answer “YES” to any of the questions above, you should ATTACH AN EXPLANATION describing the condition or impairment, and any treatment or therapy you received in the past year or receive now. If you have been under the care or supervision of a health-care professional, you also should SUBMIT A STATEMENT by the health-care professional specifying your current diagnosis, treatment regimen, and prognosis, and its bearing on your fitness to practice law.

15. The following five persons, none of whom is married to another of the persons listed, and none of whom is a fellow law student, relative, or employer, have known me well for at least five years immediately prior to the date of this Questionnaire:

<u>Name</u>	<u>Street Address</u>	<u>City, State, and Zip Code</u>
-------------	-----------------------	----------------------------------

Each of the five individuals listed in item 15 will be asked to comment on the Applicant’s conduct, general moral character and standards, legal ability, honesty, integrity, and fitness to practice law. The Applicant is responsible for pre-addressing the reference forms enclosed with this application.

16. (a) Have you previously applied or registered for admission to the bar in this state or in any other jurisdiction?

☐ Yes ☐ No

IF ADMITTED, ATTACH AN ORIGINAL, SEALED CERTIFICATE OF GOOD STANDING. IF NOT ADMITTED, EXPLAIN WHY NOT ON A SUPPLEMENTAL PAGE.

Jurisdiction _____ Application date _____

- (b) Have you ever been the subject of a complaint or of a disciplinary investigation or proceeding concerning your conduct as an attorney or as a member of any other profession?

☐ Yes ☐ No

If you answered yes, provide material details on a supplemental page.

17. Have there been any circumstances or unfavorable incidents in your life, whether at school, college, law school, business or otherwise, which may have a bearing upon your character or your fitness to practice law, not called for by the questions contained in this questionnaire or disclosed in your answers?

☐ Yes ☐ No

If so, give full details, including any assertions or implication of dishonesty, misconduct, misrepresentation, financial irresponsibility, and disciplinary measures imposed (if any) by attaching a supplemental statement. You are not required to disclose, in response to this question, any juvenile proceeding or any criminal proceeding expunged pursuant to Maryland law. (Maryland law does not permit expungement of convictions.)

18. BEFORE COMPLETING THIS APPLICATION, IT WILL BE NECESSARY FOR YOU TO READ THE MARYLAND RULES OF PROFESSIONAL CONDUCT AND THE MARYLAND CODE OF JUDICIAL CONDUCT.

- (a) I hereby certify that I have read the Maryland Rules of Professional Conduct and the Maryland Code of Judicial Conduct and intend to devote the necessary time toward acquainting myself, prior to the bar examination, with these standards and ideals.

Signature of Applicant

- (b) Pursuant to the Annotated Code of Maryland, Business and Professions Article, Title I, Section 204, I hereby certify to the Court of Appeals of Maryland that I have paid all undisputed taxes and unemployment insurance contributions which I am obligated to pay to the Comptroller of Maryland or the Department of Labor, Licensing and Regulation or have provided for payment in a manner satisfactory to the unit responsible for collection. **(If unable to execute this certification, attach a statement of explanation.)**

Signature of Applicant

- [illegible]

- I have made and retained a copy of this entire application for my records and for use in the event that the original is lost in the mail or during the character investigation.*

(Signature)

20. CERTIFICATE AS TO GOOD MORAL STANDING

We, residents of the State of Maryland, do hereby certify* as follows:

1. We *are not related* by *blood or marriage* to the above named *Applicant* seeking admission to the Bar of Maryland *or to each other*.
2. We *are not presently* law students.
3. We have known said Applicant the number of years shown after our respective signatures, and believe said Applicant to be of good moral character.

(Signer No. 1)

(Signer No. 2)

_____ (Signature)	Years Known	_____ (Signature)	Years Known	_____ (Signature)
----------------------	----------------	----------------------	----------------	----------------------

 (Printed Name of Signer)

 (Printed Name of Signer)

 Address _____
 (Street Address)

 Address _____
 (Street Address)

 (City)(County)(State)(Zip)

 (City)(County)(State)(Zip)

Occupation _____

Occupation _____

* Persons making this Certification are requested to be residents of Maryland. **HOWEVER, IF YOU ARE NOT A MARYLAND RESIDENT AND DO NOT KNOW ANYONE FROM MARYLAND WHO COULD SIGN FOR YOU, YOU MAY SUPPLY CERTIFICATION FROM PERSONS WHO ARE FROM YOUR STATE OF RESIDENCE. For the purpose of full compliance with the Rule, copy the above Certification As to Good Moral Character and supply signers from Maryland at such time as you become acquainted with persons who are residents of this State. *CERTIFICATE SIGNERS MAY BE PERSONS GIVEN AS REFERENCES FURNISHED IN QUESTION 15 ABOVE.***

 Name: _____
 SS# _____

AUTHORIZATION AND RELEASE
for the use of the Court of Appeals of Maryland, Board of Law Examiners, and
Character Committees of the Court of Appeals of Maryland

Re Application of: _____
 (Name of Applicant)

 (Maiden Name, if applicable)

TO WHOM IT MAY CONCERN:

I, _____, having filed with the State Board of Law Examiners in Maryland an Application for Admission to the Bar and fully recognizing the responsibility to the Public, the Bench, and the Bar of this State lodged with the duly appointed Character Committees and the Board of Law Examiners by the Court of Appeals of Maryland under the applicable State statutes and the Rules of the Court to determine that only those of good moral character, fitness and ability are admitted to the Bar in Maryland, hereby authorize and request every police department, employer, school official, and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me relevant to my good moral character and fitness to perform the responsibilities of an attorney, to furnish the originals or copies of any such documents, records and other information to said Character Committee, Board, the Court of Appeals of Maryland, or any of their representatives, and to permit any or all of the said bodies, or any of their representatives, to inspect and make copies of any such documents, records and other information including but not limited to employment, personnel or scholastic records.

I hereby authorize all such persons as set out above to answer any inquiries and questions submitted to them by a Character Committee, the Board of Law Examiners, the Court of Appeals of Maryland or their authorized representatives, and to appear before any or all of these bodies and to give full and complete testimony concerning the undersigned including any information furnished by the undersigned. I hereby relinquish any and all rights to said reports, including but not limited to employment, personnel or scholastic records, or any other information incident in any way to cooperation with the Character Committees, the Board of Law Examiners, the Court of Appeals of Maryland or their authorized representatives, and fully understand that I shall not be entitled to have disclosed to me the contents of any of the foregoing.

I hereby release and exonerate every employer, school official, and every other person, firm, officer, corporation, association, organization or institution which shall comply in good faith with the authorization and request made herein from any and all liability of every nature and kind growing out of or in anywise pertaining to the furnishing or inspection of such documents, records and other information or the investigation made by said Character Committees, the Board of Law Examiners, the Court of Appeals of Maryland or their authorized representatives. The undersigned further waives absolutely any privilege, not protected by the Constitutions of the United States or the State of Maryland, ___he may have regarding information bearing on h___ good moral character and fitness to perform the responsibilities of an attorney under applicable law.

I hereby authorize the State Board of Law Examiners and the Court of Appeals of Maryland, with respect to any and all information received under this authorization and release, to forward said information to any other admitting authority where I have applied or may later apply for admission to the practice of law. I understand that, pursuant to Bar Admission Rule 19, Confidentiality, the Board may release certain identifying information (including name, Social Security Number, birth date, date of application, and date of examinations) regarding my application to the National Conference of Bar Examiners and any agent of the National Conference of Bar Examiners.

In witness thereof, I have set my hand and seal this _____ day of _____, _____.
 (month) (year)

 Signature of Applicant

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments,

_____,
 to me well known to be the person described in and who executed the foregoing instrument and ___he acknowledged before me that ___he executed the same freely and voluntarily for the purpose therein expressed.

WITNESS my hand and official seal at _____, County of _____, and State
 of _____, this _____ day of _____, _____.
 (month) (year)

 Notary Public

My Commission Expires _____

[illegible]

REQUEST FOR REFERENCE LETTER STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Reference Name

Street Address

City, State and Zip Code

Telephone

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Prepare one form for each personal reference listed in item 15 of the character questionnaire.

FOLD

FOLD

Re: _____
Applicant Name

NOTICE TO REFERENCES

Each Applicant to the Bar of the Court of Appeals of Maryland is investigated by a lawyer member of a Character Committee appointed for that purpose by the Court. The purpose of the investigation is to confirm that the applicant has the good moral character and fitness necessary to practice law in Maryland. Your candid comments regarding the above named applicant are of critical importance to the Character Committee, which will not certify that the applicant is qualified for admission to the Bar unless you (and each of the applicant's other references) respond promptly.

Please answer the questions on page 2 of this form. A typed response will be appreciated.

Thank you for your cooperation in promptly responding to this inquiry. Please return your completed response to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

┌ _____ ┐

Place address & phone # label here

└ _____ ┘

The completed reference letter must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

REFERENCE LETTER

1. How long have you known the applicant? _____ Years

2. In what capacity or under what circumstances have you known the applicant? Describe any opportunities you have had to observe the applicant (for example, as a coworker, employer, or neighbor).

3. Has the applicant to your knowledge been involved in any incident which might reflect unfavorably on his or her character? If so, please describe the incident.

4. Do you recommend that the applicant be admitted to the Bar based on what you know of the applicant's conduct, general moral character and standards, legal ability, honesty, integrity, and fitness? Yes ☐ No ☐

Comments:

Signature of Reference

Date

Area Code and Telephone Number

REFERENCE LETTER

1. How long have you known the applicant? _____ Years

2. In what capacity or under what circumstances have you known the applicant? Describe any opportunities you have had to observe the applicant (for example, as a coworker, employer, or neighbor).

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4. Do you recommend that the applicant be admitted to the Bar based on what you know of the applicant's conduct, general moral character and standards, legal ability, honesty, integrity, and fitness? Yes ☐ No ☐

Comments:

Signature of Reference

Date

Area Code and Telephone Number

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3. Has the applicant to your knowledge been involved in any incident which might reflect unfavorably on his or her character? If so, please describe the incident.

4. Do you recommend that the applicant be admitted to the Bar based on what you know of the applicant's conduct, general moral character and standards, legal ability, honesty, integrity, and fitness? Yes ☐ No ☐

Comments:

Signature of Reference

Date

Area Code and Telephone Number

REQUEST FOR REFERENCE LETTER
STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Reference Name

Street Address

City, State and Zip Code

Telephone _____

Instructions: Applicant to **complete top portion only** of form and file with application. The Character Committee will mail form to reference for completion. Prepare one form for each personal reference listed in item 15 of the character questionnaire.

Re: _____
Applicant Name

NOTICE TO REFERENCES

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Place address & phone # label here

The completed reference letter must be received by this office no later than:_____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

REFERENCE LETTER

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3. Has the applicant to your knowledge been involved in any incident which might reflect unfavorably on his or her character? If so, please describe the incident.

4. Do you recommend that the applicant be admitted to the Bar based on what you know of the applicant's conduct, general moral character and standards, legal ability, honesty, integrity, and fitness? Yes ☐ No ☐

Comments:

Signature of Reference

Date

Area Code and Telephone Number

REQUEST FOR REFERENCE LETTER STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Reference Name

Street Address

City, State and Zip Code

Telephone

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Prepare one form for each personal reference listed in item 15 of the character questionnaire.

FOLD

FOLD

Re: _____
Applicant Name

NOTICE TO REFERENCES

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Please answer the questions on page 2 of this form. A typed response will be appreciated.

Thank you for your cooperation in promptly responding to this inquiry. Please return your completed response to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

Place address & phone # label here

The completed reference letter must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

REFERENCE LETTER

1. How long have you known the applicant? _____ Years

2. In what capacity or under what circumstances have you known the applicant? Describe any opportunities you have had to observe the applicant (for example, as a coworker, employer, or neighbor).

3. Has the applicant to your knowledge been involved in any incident which might reflect unfavorably on his or her character? If so, please describe the incident.

4. Do you recommend that the applicant be admitted to the Bar based on what you know of the applicant's conduct, general moral character and standards, legal ability, honesty, integrity, and fitness? Yes ☐ No ☐

Comments:

Signature of Reference

Date

Area Code and Telephone Number

HIGH SCHOOL EDUCATION

REQUEST FOR CERTIFICATION

STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Name of School

Street Address

City, State & Zip Code

RE: _____
Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)

Dates of Attendance

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to school for certification. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each high school attended.

RELEASE: I hereby authorize the school named above to release information regarding my high school education, disciplinary record, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR HIGH SCHOOL OFFICIAL

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

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The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

CERTIFICATION AS TO HIGH SCHOOL EDUCATION

(To be completed and signed by
principal, or other authorized officer.)*

I certify that I am _____
(state name and position)

of _____
(name of high school)

located at _____
(full address of institution) (zip code)

that I have examined the records of this institution and that it appears therefrom that:

(name of applicant)

attended _____
(this school)

from _____, _____ to _____, _____
(month) (year) (month) (year)

The applicant ☐ did ☐ did not graduate _____, _____
(month) (year)

and received the diploma or degree of _____
(if none, so state)

Does the applicant's record indicate any instances which may bear negatively on the applicant's moral character and fitness for the practice of law? ☐ Yes ☐ No

Explain:

Seal

of

Institution

(Signature and title of person making this certification)

(If no seal, so state)

Date: _____

***NOTE: This request for certification is made as a necessary part of an Application For Admission To the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.**

COLLEGE EDUCATION

REQUEST FOR CERTIFICATION

STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Name of School

Street Address

City, State & Zip Code

RE: _____
Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)

Dates of Attendance

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to school for certification. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each undergraduate school attended.

RELEASE: I hereby authorize the school named above to release information regarding my college education, disciplinary record, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR COLLEGE OFFICIAL

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

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The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

(To be completed and signed by dean,
registrar, or other authorized officer.)*

Page 2

GRADUATE SCHOOL EDUCATION

REQUEST FOR CERTIFICATION STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Name of School

Street Address

City, State & Zip Code

RE: _____
Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)

Dates of Attendance

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to school for certification. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each graduate school attended, other than law school.

RELEASE: I hereby authorize the graduate school named above to release information regarding my graduate school education, disciplinary record, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR GRADUATE SCHOOL OFFICIAL

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

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The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

CERTIFICATION AS TO GRADUATE SCHOOL EDUCATION

(To be completed and signed by dean,
registrar, or other authorized officer.)*

I certify that I am _____
(state name and position)

of _____
(name of graduate school)

located at _____
(full address of institution) (zip code)

that I have examined the records of this institution and that it appears therefrom that:

(name of applicant)

attended _____
(this school)

from _____, _____ to _____, _____
(month) (year) (month) (year)

The applicant ☐ did ☐ did not graduate _____, _____
(month) (year)

and received the diploma or degree of _____
(if none, so state)

Does the applicant's record indicate any instances which may bear negatively on the applicant's moral character and fitness for the practice of law? ☐ Yes ☐ No

Explain:

Seal
of
Institution

(Signature and title of person making this certification)

(If no seal, so state)

Date: _____

***NOTE: This request for certification is made as a necessary part of an Application For Admission To the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.**

LAW SCHOOL EDUCATION

REQUEST FOR CERTIFICATION

STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Name of School

Street Address

City, State & Zip Code

RE: _____
Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)

Dates of Attendance

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to school for certification. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each law school attended.

RELEASE: I hereby authorize the school named above to release information regarding my law school education, disciplinary record, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR LAW SCHOOL OFFICIAL

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

└

The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

CERTIFICATION AS TO LAW SCHOOL EDUCATION

(To be completed and signed by dean,
registrar or other authorized officer.)*

I certify that I am _____
(state name and position)

of _____
(name of law school)

located at _____
(full address of institution) (zip code)

that I have examined the records of this institution and that it appears therefrom that:

(name of applicant)

attended _____
(this school)

from _____, _____ to _____, _____
(month) (year) (month) (year)

The applicant ☐ did ☐ did not ☐ is expected to graduate _____, _____
(month) (year)

and receive the diploma or degree of _____
(if none, so state)

**DOES THE APPLICANT'S RECORD INDICATE ANY INSTANCES WHICH MAY BEAR
NEGATIVELY ON THE APPLICANT'S MORAL CHARACTER AND FITNESS FOR THE
PRACTICE OF LAW? ☐ Yes ☐ No**

Explain:

Seal
of
Institution

(Signature and title of person making this certification)

(If no seal, so state)

Date: _____

****NOTE: This request for certification is made as a necessary part of an Application For Admission To the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.***

EMPLOYMENT
REQUEST FOR CERTIFICATION
STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____

Name of Supervisor

Name of Employer/Division or Department_____
Street Address_____
City, State & Zip Code

RE: _____

Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)_____
Dates of Employment

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each employer listed in item 13(b) of the character questionnaire.

RELEASE: I hereby authorize the employer named above to release information regarding my employment job performance, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR EMPLOYER

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

└

The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

 Date of this request

CERTIFICATION OF EMPLOYMENT

Note to Employer: This request for certification is made as a necessary part of an Application For Admission to the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.

I CERTIFY that I am _____
(state name and position)

of _____
(state name of firm or institution)

located at _____
(full address of firm or institution)

that I have examined our business records and that it appears therefrom that

(name of applicant)

was employed in the position of _____

from _____, _____ to _____, _____
(month) (year) (month) (year)

Observations regarding applicant's job performance and integrity:

If applicant was terminated, indicate reason:

Further reference information pertaining to the applicant may be provided, by attachment to this certification, regarding the applicant's integrity, legal ability, or fitness to practice law.

I have attached a letter of reference to this certification. ☐ Yes ☐ No

(Signature and Title of person making this Certification)

Date:

Area Code and Daytime telephone number

EMPLOYMENT
REQUEST FOR CERTIFICATION
STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____

Name of Supervisor

Name of Employer/Division or Department_____
Street Address_____
City, State & Zip Code

RE: _____

Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)_____
Dates of Employment

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each employer listed in item 13(b) of the character questionnaire.

RELEASE: I hereby authorize the employer named above to release information regarding my employment job performance, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR EMPLOYER

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RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

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The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

 Date of this request

CERTIFICATION OF EMPLOYMENT

Note to Employer: This request for certification is made as a necessary part of an Application For Admission to the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.

I CERTIFY that I am _____
(state name and position)

of _____
(state name of firm or institution)

located at _____
(full address of firm or institution)

that I have examined our business records and that it appears therefrom that

(name of applicant)

was employed in the position of _____

from _____, _____ to _____, _____
(month) (year) (month) (year)

Observations regarding applicant's job performance and integrity:

If applicant was terminated, indicate reason:

Further reference information pertaining to the applicant may be provided, by attachment to this certification, regarding the applicant's integrity, legal ability, or fitness to practice law.

I have attached a letter of reference to this certification. ☐ Yes ☐ No

(Signature and Title of person making this Certification)

Date:

Area Code and Daytime telephone number

EMPLOYMENT

REQUEST FOR CERTIFICATION

STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____

Name of Supervisor

Name of Employer/Division or Department_____
Street Address_____
City, State & Zip Code

RE: _____

Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)_____
Dates of Employment

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each employer listed in item 13(b) of the character questionnaire.

RELEASE: I hereby authorize the employer named above to release information regarding my employment job performance, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR EMPLOYER

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

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The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

CERTIFICATION OF EMPLOYMENT

Note to Employer: This request for certification is made as a necessary part of an Application For Admission to the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.

I CERTIFY that I am _____
(state name and position)

of _____
(state name of firm or institution)

located at _____
(full address of firm or institution)

that I have examined our business records and that it appears therefrom that

(name of applicant)

was employed in the position of _____

from _____, _____ to _____, _____
(month) (year) (month) (year)

Observations regarding applicant's job performance and integrity:

If applicant was terminated, indicate reason:

Further reference information pertaining to the applicant may be provided, by attachment to this certification, regarding the applicant's integrity, legal ability, or fitness to practice law.

I have attached a letter of reference to this certification. ☐ Yes ☐ No

(Signature and Title of person making this Certification)

Date:

Area Code and Daytime telephone number

EMPLOYMENT
REQUEST FOR CERTIFICATION
STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____

Name of Supervisor

Name of Employer/Division or Department_____
Street Address_____
City, State & Zip Code

RE: _____

Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)_____
Dates of Employment

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each employer listed in item 13(b) of the character questionnaire.

RELEASE: I hereby authorize the employer named above to release information regarding my employment job performance, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR EMPLOYER

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

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The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

 Date of this request

CERTIFICATION OF EMPLOYMENT

Note to Employer: This request for certification is made as a necessary part of an Application For Admission to the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.

I CERTIFY that I am _____
(state name and position)

of _____
(state name of firm or institution)

located at _____
(full address of firm or institution)

that I have examined our business records and that it appears therefrom that

(name of applicant)

was employed in the position of _____

from _____, _____ to _____, _____
(month) (year) (month) (year)

Observations regarding applicant's job performance and integrity:

If applicant was terminated, indicate reason:

Further reference information pertaining to the applicant may be provided, by attachment to this certification, regarding the applicant's integrity, legal ability, or fitness to practice law.

I have attached a letter of reference to this certification. ☐ Yes ☐ No

(Signature and Title of person making this Certification)

Date:

Area Code and Daytime telephone number

EMPLOYMENT
REQUEST FOR CERTIFICATION
STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____

Name of Supervisor

Name of Employer/Division or Department_____
Street Address_____
City, State & Zip Code

RE: _____

Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)_____
Dates of Employment

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Applicant shall sign and date release to authorize disclosure of pertinent information. Prepare one form for each employer listed in item 13(b) of the character questionnaire.

RELEASE: I hereby authorize the employer named above to release information regarding my employment job performance, and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR EMPLOYER

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

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Place address & phone # label here

└

The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

 Date of this request

CERTIFICATION OF EMPLOYMENT

Note to Employer: This request for certification is made as a necessary part of an Application For Admission to the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.

I CERTIFY that I am _____
(state name and position)

of _____
(state name of firm or institution)

located at _____
(full address of firm or institution)

that I have examined our business records and that it appears therefrom that

(name of applicant)

was employed in the position of _____

from _____, _____ to _____, _____
(month) (year) (month) (year)

Observations regarding applicant's job performance and integrity:

If applicant was terminated, indicate reason:

Further reference information pertaining to the applicant may be provided, by attachment to this certification, regarding the applicant's integrity, legal ability, or fitness to practice law.

I have attached a letter of reference to this certification. ☐ Yes ☐ No

(Signature and Title of person making this Certification)

Date:

Area Code and Daytime telephone number

SELF EMPLOYMENT

REQUEST FOR CERTIFICATION STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Name of Verifying Reference

Street Address

City, State & Zip Code

RE: _____
Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)

Dates of Employment

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Applicant shall sign and date release to authorize disclosure of pertinent information. An appropriate verifying reference would be a customer, client, or business associate familiar with the applicant's self employment.

RELEASE: I hereby authorize the verifying reference named above to release information regarding my self employment and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR VERIFYING REFERENCE

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

┌

Place address & phone # label here

└

The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

CERTIFICATION OF SELF EMPLOYMENT

Note to Verifying Reference: This request for certification is made as a necessary part of an Application For Admission to the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.

I CERTIFY that I am _____
(state name and position)

of _____
(state name of firm or institution)

located at _____
(full address of firm or institution)

I certify that

(name of applicant)

was self-employed as _____

from _____, _____ to _____, _____
(month) (year) (month) (year)

Observations regarding applicant's integrity:

Further reference information pertaining to the applicant may be provided, by attachment to this certification, regarding the applicant's integrity, legal ability, or fitness to practice law.

I have attached a letter of reference to this certification. ☐ Yes ☐ No

(Signature and Title of person making this Certification)

Date:

Area Code and Daytime telephone number

EMPLOYMENT (EMPLOYER NO LONGER IN BUSINESS)

REQUEST FOR CERTIFICATION STATE BOARD OF LAW EXAMINERS, MARYLAND

TO: _____
Name of Verifying Reference

Street Address

City, State & Zip Code

RE: _____
Name of Applicant

Applicant's Social Security Number (Disclosure of SSN is voluntary)

Dates of Employment

Instructions: Applicant to complete top portion only of form and file with application. The Character Committee will mail form to reference for completion. Applicant shall sign and date release to authorize disclosure of pertinent information. An appropriate verifying reference would be a former owner, supervisor, coworker, client, or customer.

RELEASE: I hereby authorize the verifying reference named above to release information regarding my employment and character and fitness for the practice of law to the member of the Character Committee of the Court of Appeals of Maryland named below.

Signature of Applicant and Date

INSTRUCTIONS FOR VERIFYING REFERENCE

The applicant identified above is applying for admission to the Bar of the State of Maryland. Your certification of the matters described on page 2 of this form is a necessary part of the Application. Please return the completed certification directly to the Character Committee investigator at the address indicated below:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

┌

Place address & phone # label here

└

The certification must be received by this office no later than: _____

YOUR FAILURE TO RESPOND PROMPTLY WILL DELAY THE APPLICANT'S BEING LICENSED TO PRACTICE LAW IN MARYLAND.

Date of this request

CERTIFICATION OF EMPLOYMENT (EMPLOYER NO LONGER IN BUSINESS)

Note to Verifying Reference: This request for certification is made as a necessary part of an Application For Admission to the Bar of Maryland. It will be used to investigate the moral character and fitness of candidates who seek admission to the bar.

I CERTIFY that I am _____
(state name and position)

of _____
(state name of firm or institution)

located at _____
(full address of firm or institution)

I certify that _____
(name of applicant)

was employed with _____ (no longer in business)

from _____, _____ to _____, _____
(month) (year) (month) (year)

Observations regarding applicant's integrity:

Further reference information pertaining to the applicant may be provided, by attachment to this certification, regarding the applicant's integrity, legal ability, or fitness to practice law.

I have attached a letter of reference to this certification. ☐ Yes ☐ No

(Signature and Title of person making this Certification)

Date:

Area Code and Daytime telephone number

REMINDER NOTICE

Date: _____

To be filled in by character committee

TO: _____

Applicant Name

Street Address_____
City, State & Zip Code

Instructions: Applicant to complete name and current address and file with application.

YOUR APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND IS INCOMPLETE. YOU MUST SECURE THE SUBMISSION OF THE FOLLOWING MATERIALS IMMEDIATELY. PLEASE CONTACT THE PARTIES INVOLVED AND URGE THEM TO RESPOND IMMEDIATELY. YOUR ADMISSION TO THE BAR WILL BE DELAYED UNLESS THE MISSING DOCUMENTS ARE SUBMITTED PROMPTLY.

Certification(s) As To High School Education_____
Certification(s) As To College Education_____
Certification(s) As To Law School Education_____
Certification(s) of Employment_____
Letters of Reference_____
You need to accomplish the required personal interview.

A PERSONAL INTERVIEW MUST BE SCHEDULED WITH AND/OR THE INDICATED MATERIALS MUST BE SUBMITTED PROMPTLY TO:

RETURN ADDRESS FOR CHARACTER COMMITTEE:

┌

┐

Place address & phone # label here

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┘

FOLD

FOLD

FOLD

FOLD

FINAL NOTICE

Date: _____

To be filled in by character committee

TO: _____

Applicant Name

Street Address_____
City, State & Zip Code***Instructions: Applicant to complete name and current address and file with application.***

YOUR APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND IS INCOMPLETE. YOU MUST SECURE THE SUBMISSION OF THE FOLLOWING MATERIALS IMMEDIATELY. PLEASE CONTACT THE PARTIES INVOLVED AND URGE THEM TO RESPOND IMMEDIATELY. YOUR ADMISSION TO THE BAR WILL BE DELAYED UNLESS THE MISSING DOCUMENTS ARE SUBMITTED PROMPTLY.

Certification(s) As To High School Education_____
Certification(s) As To College Education_____
Certification(s) As To Law School Education_____
Certification(s) of Employment_____
Letters of Reference_____
You need to accomplish the required personal interview.**A PERSONAL INTERVIEW MUST BE SCHEDULED WITH AND/OR THE INDICATED MATERIALS MUST BE SUBMITTED PROMPTLY TO:****RETURN ADDRESS FOR CHARACTER COMMITTEE:**

┌

┐

Place address & phone # label here

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FOLD

FOLD

FOLD

FOLD

For Office Use Only

A-_____

CHARACTER COMMITTEE RECOMMENDATION AND REPORT

Instructions: *Applicant to complete name and file with application.*

RE: _____

Full Name of Applicant

TO COMMITTEE INVESTIGATOR:

Kindly make report of your investigation below together with your recommendation and return to the Secretary of the Character Committee as soon as possible.

Date of personal interview with Applicant _____

The results of my investigation and my recommendation are as follows:

Date: _____, _____
(month/day) (year)

Signature of Investigator

Signature of Investigator

(TO BE COMPLETED BY SECRETARY OF COMMITTEE)

The Committee recommends that the captioned applicant be

_____ to the Bar of Maryland. _____
(admitted or denied admission) Chair/Secretary Date

Character Committee for the

_____ Appellate Circuit

(Note: If recommendation is against admission, attach report showing date of Committee meeting, the facts upon which the adverse recommendation is based and the Committee's reasons for its adverse recommendation.)

See other side for
location of Appellate Circuits

APPELLATE CIRCUITS OF MARYLAND

- First:** **Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester Counties**
- Second:** **Baltimore and Harford Counties**
- Third:** **Allegany, Carroll, Frederick, Garrett, Howard and Washington Counties**
- Fourth:** **Prince George's County**
- Fifth:** **Anne Arundel, Calvert, Charles, and St. Mary's Counties**
- Sixth:** **Baltimore City**
- Seventh:** **Montgomery County**

June 2006

NOTE: Prior to filing this original petition, the "Application for Admission to the Bar of Maryland" (Parts I & II), must have been filed no later than December 20th preceding the bar examination given in February and no later than May 20th before the examination given in July. YOU MUST FILE THE ORIGINAL, NOTARIZED PETITION FORM WITH ORIGINAL SIGNATURES. PHOTOCOPIES AND FACSIMILE COPIES WILL NOT BE ACCEPTED. ENCLOSE A POSTAGE-PAID SELF-ADDRESSED POSTCARD IF YOU WISH THE BOARD TO CONFIRM RECEIPT OF YOUR PETITION.

THIS FORM, COMPLETED AS DIRECTED AND PROPERLY NOTARIZED, MUST BE FILED BY THE APPLICANT, ACCOMPANIED BY A \$150 CHECK OR MONEY ORDER PAYABLE TO THE ORDER OF STATE BOARD OF LAW EXAMINERS NOT LATER THAN DECEMBER 20 FOR A FEBRUARY EXAMINATION AND NOT LATER THAN MAY 20 FOR A JULY EXAMINATION.

ORIGINAL PETITION TO TAKE MARYLAND BAR EXAMINATION

To the Honorable, the Court of Appeals of Maryland:

I petition to take the Maryland bar examination in ☐ July ☐ February _____ and in support of my petition give
(year)
the following information:

1. FULL NAME: _____ / _____ / _____
(first) (middle) (last)

(Provide below the address where you wish to receive your examination seat assignment.)

Mailing Address: _____
(street)

_____ (city) (county) (state) (zip code)

Daytime Phone Number: _____

Email address: _____

Age _____ Date of Birth: _____ Social Security Number: _____

(Disclosure of Social Security Number (SSN) is voluntary and is pursuant to Business Occupations and Professions Article Title 10, Ann. Code of MD. This information is used for positive identification and for recordkeeping. Disclosure of the SSN minimizes the risk of misidentification. Board computer records use the SSN as the unique record identifier. A fictitious SSN will be assigned to your record if you elect not to disclose the actual SSN.)

2. Have you been admitted to the bar elsewhere? ☐ Yes ☐ No
If yes, state which jurisdiction: _____

Indicate whether admission was by: ☐ examination ☐ diploma privilege ☐ on motion

3. Are you taking the bar examination concurrently in another jurisdiction:
☐ Yes ☐ No _____
(other jurisdiction)

Are you taking the Multistate Bar Examination (MBE) in the ☐ other jurisdiction or ☐ Maryland?

If the examination you plan to take will be offered at multiple sites, indicate, in rank order, your site preferences:

STATE BOARD OF LAW EXAMINERS OF MARYLAND

2011-F Commerce Park Drive
Annapolis, Maryland 21401
www.courts.state.md.us (Telephone 410-260-3640)

AFFIRMATION OF ELIGIBILITY BY THE APPLICANT AND RELEASE

Instructions to Applicant: Type or neatly print the information requested in this section. **SIGN THE FORM BEFORE A NOTARY.** Then file this form with the State Board of Law Examiners at the above address together with the applicable examination fee (\$150) after you file the bar application or simultaneously with the bar application. *Leave blank the section below entitled "COMPLETION BY THE LAW SCHOOL DEAN".*

I, _____, do solemnly swear or affirm, on penalties of perjury, that I will/did
(Insert your full name)
graduate from _____ Law School on _____, before I sit for the
(Name of Law School) (Month/Day/Year)

Maryland Bar Examination, or, alternatively, that I will be unqualifiedly eligible for graduation before the first day of the Maryland Bar Examination for which I am filing this petition. I understand that Maryland Bar Admission 4 requires that an applicant be a law school graduate or unqualifiedly eligible to graduate from law school prior to the first day of the Maryland Bar Examination. I swear or affirm, on penalties of perjury, that I will not sit for the Maryland Bar Examination if I fail to meet the eligibility standards of Maryland Bar Admission Rule 4. **I acknowledge that I am responsible for having my law school submit an official law school transcript directly to the State Board of Law Examiners that reflects the date of the award of my Juris Doctor degree not later than the first day of September following an examination in July or the fifteenth day of March following an examination in February. I understand that if I take a Maryland bar examination when I am not eligible, my petition will be deemed invalid, my examination results will be voided, and my examination fee will not be refunded. I hereby authorize the dean of the law school or the dean's designated representative to disclose any information bearing on my academic record and my character and fitness in response to inquiries by the State Board of Law Examiners of Maryland and its representatives. I hereby release and exonerate the law school and its officials, acting in good faith, from any and all liability of every nature and kind arising from the furnishing of records and documents in connection with such disclosures.**

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing petition are true and correct.

In witness thereof, I have set my hand and seal this _____ day of _____, _____
(month) (year)

(Signature)

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me well known to be the person described herein and who executed the foregoing instrument and _____ he acknowledged before me that _____ he executed the same freely and voluntarily for the purpose therein expressed.

WITNESS my hand and official seal at _____, County of _____, and State of _____, this _____ day of _____, _____
(month) (year)

Notary Public

My Commission Expires _____

THE STATE BOARD OF LAW EXAMINERS WILL FORWARD THE NOTARIZED PETITION TO THE LAW SCHOOL FOR COMPLETION OF THIS SECTION BY THE DEAN OR DEAN'S DESIGNEE.

1. Date Juris Doctor degree conferred: _____
2. If J.D. has not yet been conferred, date the above named applicant completed all requirements for award of the J.D. degree, including any certification by faculty or administration, if applicable: _____
3. If above-named applicant has not been awarded the J.D. degree or satisfied all requirements for award of the degree, please briefly explain: _____
4. If the file maintained by your institution regarding this applicant includes any facts which may bear negatively on the applicant's moral character and fitness for the practice of law, please advise the Secretary of the State Board of Law Examiners (SBLE) by separate letter attached to this certification or mailed to the SBLE, 2011-F Commerce Park Drive, Annapolis, Maryland 21401. ☐ No Adverse Information ☐ See letter

(Signature of Dean or Dean's Designee)

(Typed or Printed Name and Title)

(Date Completed)

Seal of
Institution

FILING FEES FORM

FILE THIS FORM AND ITS SUPPORTING DOCUMENTATION IN A SEPARATE ENVELOPE FROM YOUR BAR APPLICATION. Your request for accommodations will be processed separately from your application and action on your request for accommodations may be substantially delayed if this form is inside your application when we receive it.

APPLICANT'S ACCOMMODATIONS REQUEST FORM

Month and Year of Maryland Bar Examination I plan to take: _____

Applicant's Name _____
First MI Last

Social Security Number (Optional) _____

Mailing Address _____

Daytime Telephone: _____ Home Telephone: _____

Description of Disability: _____

State Specific Test Accommodations Sought: _____

Affirmation of Candor and Authorization and Release

I hereby affirm under penalties of perjury that the information provided on this form and in supporting documentation is complete, true, and correct to the best of my knowledge, information and belief. I have attached the following supporting documentation*: 1. A current **Evaluation Report** from a physician or other appropriate health professional documenting my disability and explaining how it would impair my performance on the Maryland Bar Examination; 2. A **letter from my law school dean or other appropriate official** describing the accommodations I received for law school examinations; 3. **Copies of all correspondence requesting and granting or denying test accommodations** for Bar examinations in other jurisdictions and the Law School Admission Test (LSAT), ACT, and SAT; and 4. Copies of all documentation relating to special education designation or services, individual education plan, or other **school reports which evidence that I have been designated as disabled in the past.** (See page iii of the application form for guidelines governing content of the Evaluation Report.)

I agree that I will submit to an independent examination by a professional selected and paid by the State Board of Law Examiners, if so required by the Board to evaluate my alleged disability.

I authorize the State Board of Law Examiners to release a copy of any documentation submitted in connection with this request to a professional selected by the Board to independently evaluate my alleged disability. I hereby release, discharge, and hold harmless the State Board of Law Examiners, its employees, agents, successors and assigns, including any professional engaged by the Board to evaluate my alleged disability, from any and all liabilities of every nature and kind arising out of the furnishing, inspection, receipt and evaluation of any documents, reports, records, or other information or arising out of an independent examination by a professional selected and paid by the Board.

Signature of Applicant and Date of Affirmation/Release

***EXAM REPEATERS: You must complete and submit this form by the filing deadline for each examination you intend to take. However, you need not submit any supporting documentation if you request the same accommodations previously approved for you for a prior examination. If you are requesting accommodations not previously approved, you must attach relevant documentation, including an updated Evaluation Report by a physician or other appropriate health professional supporting your request for additional accommodations.**